

Order of Operations for loading local school and district information (Users and Rosters) into TIDE (January 16, 2015)

Summary: Students will be preloaded into the TIDE system via a sync with the state's student information system. District staff must be added so that they can become Test Administrators (TA). Finally, rosters must be added so that students can be associated with one or more TA.

Step 1: Uploading Your Staff

1. The DSA will receive their username and password when the TIDE system opens.
- 2.
3. DSA can create school coordinators and test administrator accounts in bulk within TIDE by Browsing to Manage Users --> Upload Users.



(If the DSA wants to add users one at a time they will use the "Add Users" tab.)

A screenshot of the TIDE web application interface. The header shows 'Maine Department of Education' and 'TIDE Test Information Distribution Engine'. Navigation tabs include 'Home', 'Contact Info', 'Manage Users', 'Student Information', 'Download Voice Pack', and 'Rosters'. Under 'Manage Users', there are sub-tabs: 'View/Edit Users', 'Add Users', and 'Upload Users'. The 'Upload Users' page has instructions: 'Use this page to upload new users, modify existing users, or delete existing users. To begin, download one of the templates in Excel or CSV format, and compose the upload file using a spreadsheet or text editor file, click Upload File to begin the upload process.' It includes links for 'Download Excel Template' and 'Download CSV Template'. Below is an 'Upload File' section with a 'Browse...' button (showing 'No file selected'), an 'Upload File' button, and a 'Cancel' button.

4. DSA may either download one of the templates (Mac Numbers users, please use the Excel template for best results) and populate it with staff information manually, or they can refer to the Infinite Campus User Upload guide or PowerSchool user upload guide now available in the FAQ.
5. Once the CSV is populated click "Upload File" browse to the CSV and follow the onscreen instructions.

Tips:

- If manually populating your spreadsheets for "Action" use ADD or DELETE.
- For the "Role" column use either TA or SC.
- The "Phone" column is optional.

- TAs will be auto emailed their login information. To prevent SPAM filters from catching this important activation email, whitelist this domain: air.org
- The TA email will expire in three days of issuance, so avoid uploading TAs on Fridays as the account may expire over the weekend.

Step 2: Uploading Your Rosters

Now that TAs and SCs have been added to the system you will be able to Roster Students into testing sections.

1. From the Home screen navigate to Roster.



2. DSA can bulk upload rosters from a CSV created via the Infinite Campus User Upload guide or PowerSchool user upload guide available in the FAQ. Slight modifications can also be made to current NWEA rosters if you have those available. For an understanding of the required column headers, click Download Excel Template.

2. After successful upload the TA will see their individual testing rosters upon logging in to TIDE
3. DSA or SC can modify a TAs roster by clicking “Manage Rosters” from the Roster module. This is useful for adding new students to a TA roster, or for allowing a TA to test students that are not normally on their roster.
4. DSA or SC can manually create rosters section by section or school by school under “Manage Rosters” and “Add New Roster.”

Tips:

- TAs cannot modify their own rosters.
- TAs can print rosters and give students their IDs
- TAs can ONLY test a student that is on one of their rosters.